



Center for Tropical Medicine
Universitas Gadjah Mada

The TDR MOOC on IR on infectious diseases of poverty facilitates the dissemination of the concept of IR among key stakeholders (public health researchers and decision-makers, academic and research institutions and public health practitioners). The course helps build capacity in identifying health programme challenges in various settings, assessing existing strategies, and developing new approaches to implementation of interventions by working with key stakeholders. In 2020, 873 participants from 108 countries completed the MOOC in English, French or Spanish. Regional Training Center (RTC) Center for Tropical Medicine is currently seeking qualified and dynamic individual to apply for the following position:

PROJECT ASSISTANT

REQUIREMENTS

- Master degree in Public relation/ marketing/ English language/ public health/ or related field.
- Excellent written and verbal communication skills in English. All documents and communication materials will be written in English.
- Project management skills
- Understanding of social media, mass email management, virtual meeting platform, and related digital technology and apps.
- Ability to think both creatively and strategically
- Responds well under pressure with strict time limit
- Have access to good and unlimited internet access.

JOB RESPONSIBILITIES

- Assist the Project Coordinator in organizing a MOOC session in English for countries from WHO-SEAR.
- Assist the Project Coordinator in organizing an external selection process of the 20 letters of intent identified from the MOOC grant applicants.
- Assist the Project Coordinator in conducting training/mentoring activities for the ten selected MOOC grant awardees in developing a complete research project.
- Assist the Project Coordinator in the oversight process of the project implementation by the MOOC grant awardees
- Assist the Project Coordinator in preparing a comprehensive report that incorporates lessons learned identified for scaling up the program.

Work duration: 40 hours/week (Full-time) for 6 months contract

HOW TO APPLY

- Your application consists of a CV and a motivation letter
- Send your application by email to training-pkt.fkkmkeugm.ac.id by **July 6, 2021**